

Sioux County Job Opening

The Sioux County Recorder Office is accepting applications for a full-time Clerk.

Applicant should possess excellent written and oral communication abilities, attention to detail, and the ability to conduct themselves in a professional and courteous manner. Applicant will be working closely with the public. Applicant should have office experience and knowledge of Microsoft products.

Please mail application and resume to:

Jessica Kooiker, Sioux County Recorder
PO Box 48
Orange City, IA 51041

All applications and resumes' will be open to public inspection unless requested in writing to be kept confidential. Application forms along with full job description is available on the County Website: www.siouxcountyia.gov

Applications will be accepted until the position is filled.

Sioux County prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, sexual orientation, national origin, genetic information, pregnancy or any other protected characteristics as outlined by federal, state or local laws.

Sioux County is an equal opportunity employer.